

## STATE EMERGENCY RESPONSE COMMISSION

### State Emergency Response Commission Meeting Minutes October 8, 2003

Secretary James Ford – DSHS  
Jamie Turner - DEMA  
Dr. Gerald Llewellyn - Div. of Public Health  
Gene Donaldson - DelDOT  
Joe Murabito - DE State Fire School  
Michael G. Chionchio - State Fire Marshall  
Jim Kenney - NCC LEPC  
John Pierce - Water Transportation Rep.  
George Giles - Wilmington LEPC  
Dave Irwin - New Castle Cty LEPC  
J. Allen Metheny, Sr. - Kent Cty LEPC  
Lynn Bullock - Sussex Cty LEPC  
James Lee - Consignee of HazMat  
Ralph Baker - Shipper of HazMat  
Steven Scruggs - Rail Transportation  
Representative Bruce C. Ennis - DVFA

Robert Pritchett - DNREC/EPCRA  
Bill McCracken - NCC LEPC  
Col. Ed Smith - DNG  
Tedd Winneberger - SC EMS  
Glenn Luedtke - SC EMS  
Bob Barrish - DVFA  
Arthur Paul - DEMA  
David Hake - DEMA  
Nicole Brault-Reilly - DEMA  
Charles Chaney - EPA, Region III  
Gerald Hurs - Dover Air Force Base  
Susan Domm - Dover Air Force Base  
James L. Cubbage, Jr. - DVFA

Secretary Ford called the meeting to order at 9:04 a.m. Attendees introduced themselves and were welcomed to meeting. The August meeting minutes were approved as written. The motioned was made by Mr. Jamie Turner and seconded by Mr. Joe Murabito.

### Committee Reports

#### Finance and Budget Committee Report – Mr. Joseph Murabito

Following is a summary of SERC Finances as of 10/6/2003:

Carryover from 2002 calendar year	+ \$ 237,984
Fees collected thus far during 2003	+ \$ 272,060 (a)
Projected reimbursements thus far (as of 10/6/2003)	- \$ 3,460 (b)
Interest received thus far during 2003 (first 7 months)	+ \$ 4,077 (c)
Establishment of account for decon trailer maintenance	- \$ 5,000 (d)
Annual disbursements to LEPCs approved in June 2003	- \$ 244,101
Transfer to decon trailer equip and maintenance fund	- \$ 10,000 (d)
Establishment of decon trailer replacement account	- \$ 28,000
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Balance as of 10/6/2003	\$ 223,560

Notes:

- (a) A small amount of additional fees may be received as we continue follow-up activities on the 2002 Hazardous Chemical Inventory (Tier II) reports due 3/1/03. (Net fees collected in 2002 totaled \$292,253.)

- (b) Some additional reimbursements necessary to facilities may be identified as we complete processing of the 2002 Tier II reports. (Final reimbursements for reporting errors in 2002 totaled \$3,805.)
- (c) Interest will continue to accumulate. (Total interest accumulated in 2002 was \$9,417.)
- (d) Establishment of account at DEMA for decon trailer maintenance was approved at February 2003 SERC meeting. Fund was expanded to cover replacement of equipment and supplies for decon trailers at June 2003 SERC meeting, and account was renamed to decon trailer equipment and maintenance fund.

Decon Trailer Replacement Account:

Initial deposit approved in June 2003	+ \$ 28,000
Interest received thus far during 2003 (no data yet)	+ \$ 0
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Balance as of 10/6/2003	\$ 28,000

HMEP Budget Status - Mr. David Hake

Mr. Hake referred attendees to the HMEP Budget Status letter in the SERC agenda package and reviewed the following proposals for Planning Funds:

1. The Kent County Local Emergency Planning Committee (LEPC) requests funds for three members to attend the EPA Region III Emergency Preparedness and Prevention Conference in Norfolk, VA, November 16-19, 2003. Estimated Cost: \$2,850.00
2. The Delaware Emergency Management Agency requests funds for one staff member to attend a HazMat Seminar in Harrisburg, PA. Estimated Cost: \$500.00
3. The Sussex County Decon team requests funds for two members to attend the EPA Region III Emergency Preparedness and Prevention Conference in Norfolk, VA, November 16-19, 2003. Estimated Cost: \$1,900.00
4. The Department of Natural Resources and Environmental Control (DNREC) requests funds for two HazMat Team members to attend the EPA Region III Emergency Preparedness and Prevention Conference in Norfolk, VA, November 16-19, 2003. Estimated Cost: \$1,900.00
5. The Planning and Training Committee requests funds to print 2,000 copies of the State Emergency Response Team (SERT), Oil and Hazardous Substance Incident Contingency Plan, approximately \$15.00 each. Estimated Cost: \$30,000.00
6. DEMA request funds for staff member to attend the National Association of SARA Title III Program Officials and U.S. DOT HazMat Emergency Preparedness Grants Workshop. Estimated Cost: \$750.00

Mr. Hake then reviewed the following proposals for Training Funds:

1. DEMA requests funds for one staff member to attend Initial HazMat Technician Training at the DE State Fire School, November 2003. Estimated Cost: \$900.00
2. The Sussex County Decon Team requests funds for eight members to attend HazMat Refresher training, October 2003. Estimated Cost: \$4,800.00
3. DNREC requests funds to train 12 volunteer members for the HazMat Response Team at the DE State Fire School; cost is \$900 each. Estimated Cost: \$10,800.00

Mr. Hake reported that the FY 2004 HMEP Budget was approved at the same funding level as FY 2003, \$91,223.00

The HMEP status is briefed to the SERC for information only, Mr. Hake is the Grant administrator and verifies that requests meet the eligibility requirements.

#### Information and Technology (IT) Committee Report - Mr. Lynn Bullock

The Committee met on October 7, 2003 to look at new computer software to possibly replace CAMEO. Mr. Bullock reported that there does not appear to be any glitches in the program and investigation would continue. A one-time \$50,000 cost would probably be required to implement the system with an additional annual cost of approximately \$5,000.

#### Planning and Training Committee Report - Mr. Jamie Turner

The Committee did not meet because of recovery operations following Tropical Storm Henri and Hurricane Isabel.

#### Decon Trailer Committee - Mr. J. Allen Metheny, Sr.

The Committee met on October 1, 2003 at the Kent County Public Safety Building. Highlights of the meeting follow:

All three Decon teams continue to purchase equipment with the funds approved by SERC to complete the Standard Equipment List purchases. About 75 percent of the funds have been used to date.

We are continuing on the work of drafting a Statewide Decon Trailer User's Group "Standard Operating Guidelines"(SOG). We are making progress on this project; however, it is going very slow because all of us continue to be involved in many other planning projects conducted by the State and our counties.

We are awaiting decisions on our equipment/tow vehicles for the trailers. As part of our WMD request for FY 02/03, we requested \$400,000 for the 3 trucks. This request has been tentatively approved. We plan to move forward with the specs for the trucks utilizing this funding source. However, we still want to hold the DNREC funds available incase the WMD fund fall through.

Since the last SERC meeting, the teams have:

- Responded to three emergency incidents
- Conducting no training classes or drills
- Completed no public appearance/community outreach event  
(does not include New Castle)

Another volunteer fire service training program will be held in Kent County on October 18, 19, and 25<sup>th</sup>.

Our needs from WMD funding from the FY 02 and 03 cycles for other items requested will also be funded for the most part. We will work with DEMA and DNREC to get the specs developed for the equipment and get it ordered.

As reported at the last meeting, in the future, we believe the possibility exists that other decon teams may attempt to get started and request funding from SERC. The Decon User's Group requests that SERC recognize the three county Decon teams currently in existence as the official State recognized decon teams eligible for State support or funding. Under the proper order of business, we request that SERC establish a policy that will provide funding only to the three recognized teams for which the Decon trailers have been provided by the State.

Decon 2 (Sussex) has a generator problem. The generator was removed from the trailer for repairs. The trailer is still in service, just without the generator.

## **LEPC Reports**

### New Castle County LEPC Report - Mr. Bill McCracken

- Meeting Notes - The Meeting was hosted by Agilent Technologies. Mr. Gene Niland, the Agilent VP for Safety and the Environment gave a brief presentation about the company and its products. Following the successful tabletop, which was held at Claymont in April 2003, the leadership of Claymont had requested follow on training for Fire Officers in the Incident Command System. The planning is complete and the session will take place on October 11, 2003 at the Claymont Training room.

Joe Leonetti reported that the response trailer containing gear to be used by the NCCIHMRA has been moved to the Belvedere Fire Company. They will deliver to the needed location. Two training sessions were held for the NCCIHMRA members on September 23 and 25, 2003. These sessions utilized the DuPont Intermodal Container Training Tractor. Both sessions were well-attended (total of 51) and very productive.

- Facility Visits - The on site assessment program is continuing. There have been five initial visits and one follow up visit since last report.
- HazMat Plan Status - The review and update process has begun . Awaiting final information on the 800 number notification for the Community Emergency Coordinator and the Delaware Emergency Notification System (DENS).
- Exercise Status - A training and exercise program by C.B. Melton and Associates, is scheduled for Oct 11, 2003.
- HazMat Incidents - There were no major Haz Mat incident since last report.

City of Wilmington LEPC Report - Mr. George Giles

- Meeting Notes - The last meeting of the Wilmington Local Emergency Planning Committee was held on September 12, 2003 at the Public Safety Building at 10:00 am in the multi purpose room. The following is a summary of the minutes from the September 12, 2003 meeting:

We continue to work on the siren system and have applied for a grant under the Wilmington Police Department. The WFD and WPD have just about completed the distribution of the Emergency Preparedness Booklets the book has also been added to our web site and can be downloaded to residents outside the city limits. The new reverse 911 system was utilized during the evacuation of residents during Hurricane Isabel. The anti-terrorism committee continues its work.

- Facility Visits - The Wilmington LEPC was given a copy of the recent questionnaire used by DeLEASI in Kent County, was reviewed, and it's contents were adapted to the City of Wilmington including a terrorism survey. They still have a fall schedule planned and will be accompanied by Fire Department Personnel.
- HazMat Plan Status - The sites with reportable substances that were flagged in the CAD System have been distributed to the first responders. The review of the HazMat Plan has been completed by the members of the LEPC and submitted to DEMA and FEMA, Region III.
- Exercise Status - The WLEPC has requested for three members to attend the EPA Conference in November. Work continuing with INP for a Drill date. Participated in the Noramco Drill with Emergency Responders and tested the DENS system.
- HazMat Incidents - There have been three events since the last report. One at Mercury affected the hospital but they were able to keep the Emergency Room functioning.

- Comments - A written final report for CHER CAP was submitted to DEMA. Approval was granted for equipment purchases identified during the assessment. A Fire Expo will be held on Saturday, October 11, 2003 from 10:00 a.m. to 4:00 p.m. A request for the EPA Conference attendees will be submitted.

Kent County LEPC Report - Mr. J. Allen Metheny Sr.

- Meeting Notes - Regular meeting held on September 9, 2003 with 22 members present. Provided updates to the members on the following topics: Decon III Operations, Tier II reporting and fee collections, Budget Issues, and DENS.

The long-term planning continues to plan for the future. Art Paul presented a program on the Delaware Emergency Notification System (DENS) and how it will benefit the facilities and their neighbors. Presented information on the Citizen's Corp Program. The Kent LEPC may assist with Citizen's Corp Projects as long as they fit into the scope and mission of the LEPC. Provided a live demonstration of the "Emergency Coordinator Notification" procedures that the facilities will be required to use to notify the LEPC'S of spills or releases.

- Facility Visits - One visit since last SERC meeting.
- HazMat Plan Status - Approved by SERC 2002.
- Exercise Status - The planning continues for the Dow-Reichhold drill. The tabletop exercise was held on July 31 at Dow-Reichhold. Nineteen people from facility and local fire company participated in the drill. The actual exercise will be held in the fall. A drill was held on August 17 around 7:00 a.m. with the City of Dover and the Robbins Hose Company. The drill involved rail cars that were leaking due to vandalism. The drill was considered to be very successful. A simulated evacuation of part of the City was accomplished.
- HazMat Incidents - One response since the last report. Decon 3 decontaminated 10 individuals at the incident; 4 employees, 4 firefighters, and 2 entry personnel.

Sussex County LEPC Report - Mr. Lynn Bulluck

- Meeting Notes - Not reported.
- Facility Visits - Not reported.
- HazMat Plan Status - Not reported
- Exercise Status - Not reported.

- HazMat Incidents - One minor incident at Purdue with a release of 3,000 pounds of ammonia and failure to notify 9-1-1 for almost 45 minutes. The 800# was not used properly. Procedures are known but not used.
- Comments: The majority of time spent on CAMEO training for 9-1-1 dispatchers.

## **Old Business**

### **1. SERC Membership Vacancies - Mr. Arthur Paul**

All SERC Membership positions have been appointed. Some paperwork is still pending. Mr. Paul welcomed Steve Scruggs, Commissioner representing Rail Transportation, to his first meeting.

### **2. Emergency Coordinator Notification Procedures - Mr. Arthur Paul**

The 1-800 number has been completed. Mr. Bob Pritchett reported that a press release has been drafted and when the Department review is completed, a copy will be sent to all Tier II facilities.

### **3. House Bill 437 and 520- Mr. Dave Hake**

The September 18<sup>th</sup> scheduled meeting was postponed due to weather related issues and was rescheduled for November.

### **4. Decon Tow Vehicles**

See Decon Committee report.

## **New Business**

1. SERC Annual Report Submissions – Mr. Paul stated that the report was not complete and that he is still waiting on updates from some Committees. The New Castle County LEPC membership will be approved with the annual report. The report will be presented at the December meeting.

2. Ad Hoc Committee to Address SERC Long-range Funding – Following the last meeting Secretary Ford appointed the committee members. The members are Ms. Pam Meitner, Chairperson, Mr. Bob Pritchett, Mr. Bill McCrackin, Mr. J. Allen Metheny, Mr. Joe Murabito, and Mr. Arthur Paul. The Committee plans to have their first meeting in person and thereafter conduct business via teleconference.

3. Delaware Emergency Notification System (DENS) – Secretary Ford, SERC Chair, requested information on DENS. Mr. Paul briefed that the contract had been awarded to FirstCall and that some testing took place in September. He will add a DENS briefing to the December SERC meeting agenda.

4. New Decon Team Funding Requests – Mr. J. Allen Metheny made a motion that the SERC recognize and fund only the three established and trained Decon teams. Mr. Murabito seconded and the Commission approved the motion.

5. Change to SERC Regular Meetings – Representative Ennis brought up for discussion the frequency of the SERC meetings noting scheduling conflicts among members and the possible benefits to changing to quarterly meetings instead of bimonthly meetings. Representative Ennis noted under Section 2, Article 7 of the bylaws that special meetings could be called if necessary. Mr. Murabito stated he would be in favor of quarterly meetings. Secretary Ford directed that the issue be added to the December SERC agenda.

### **Closing Comments**

- Susan Domm from the Dover Air Force Base thanked Mr. Metheny for the help received from the Kent County Emergency Operations Center during Hurricane Isabel.
- Mr. Charles Chaney noted to the Committee the availability of brochures for the National Response Center and referenced the web-site for courses/classes available.

The SERC meeting adjourned at approximately 10:07 a.m. Attendees were given a tour of the new DelDOT Transportation Management Center. The next meeting will be on Wednesday, December 10, 2003.